



## KRC GYM PERMIT GUIDELINES

By accepting this reservation, all participants agree to abide by the following Rules of Gymnasium use. Failure to comply may result in additional fees for clean-up, repair for damages, and/or fees for extended facility use. Additionally, current and future privileges may be revoked by the Kiwanis Recreation Center administrator.

**Check In:** A permit representative must check-in at the front desk 15 minutes before facility use, prior to the admission of any other participants to the gym, to review terms, privileges and responsibilities with the KRC manager on duty.

**Reservations:** Gym (athletic) reservations requests must be submitted a minimum of 3 business days prior to date requesting. Gym (non-athletic) reservations require a minimum of 10 business days prior to event date.

**Permit Time:** Permit will begin and end at times listed on permit. Access to the gym is ONLY for the times listed on the permit. Any other gym use may result in additional charges.

**Changes/Cancellations:** Customer is to notify the Kiwanis Recreation Center of any schedule changes or cancellations at least 3 business days prior to the reserved time. If notice is not received at least 3 business days prior to scheduled time, group will be charged full rental fees as outlined in their permit.

**Payment by Credit Card:** Feel free to call the KRC front desk staff at 480-350-5702; please have your permit # handy as reference when making payment. If paying by check, make checks payable to: City of Tempe - Kiwanis Recreation Center, 6111 South All America Way, Tempe, AZ 85283. In person: payment can be made at the KRC front counter during normal business hours.

**Footwear:** Only WHITE SOLED athletic shoes may be used for gym play. Please note that any footwear that marks the gym floor is not allowed to be used for gym play (i.e. skate shoes, high heels, golf shoes, loafer, dress shoes, and cleats). All other types of footwear are limited to bleacher and spectator areas unless the gym floor is covered.

**Food/Beverage:** No food or beverage is allowed in the gym. The permit holder is responsible for keeping ALL food and beverage outside of gymnasium. Only bottled water is allowed in gym. KRC recommends group have a specified person to monitor gym entrance. Failure to comply can result in fees for facility damage and/or contract security fees.

**First Aid:** Group to provide all FIRST AID needs including but not limited to; ice packs, bandages and staff trained in first aid and CPR.

**PROHIBITED AT ALL TIMES** in accordance with City of Tempe laws: Smoking, any type of weapon including but not limited to guns, mace, knives, tasers etc. Alcohol beverages are not allowed in a city building. Failure to comply will result in arrest and prosecution.

**Expulsion:** Gym users WILL BE EXPELLED from the facility for any of the following: Spitting, profane language, dunking, hanging on basketball rims, verbal/physical abuse of anyone in facility or any other behavior deemed inappropriate or destructive by KRC.

**Wristbands:** participants may be required to wear wristbands while in the gym. Refusal to wear wristband KRC will result in expulsion from the facility. Failure to leave will result in suspension of privileges and/or involvement with City of Tempe Police.

**Rental Equipment:** Before leaving facility, please return any equipment loaned or rented to your group to the front desk staff. The permit holder will be charged for any lost or damaged equipment.

**Facility Condition:** A permit representative may inspect the facility prior to use, reporting any negatives to the manager on duty BEFORE use. The group is responsible for maintaining the floor condition once it's been released to them. Dust mops will be available to keep floor clean and playable. The facility must be returned in the same clean, whole and undamaged condition.

**Terms of Contract:** Please meet with KRC staff one week prior to use to review facilities, request table/chair use, discuss set-up/clean-up requirements and check-in/check-out procedures, detail sports equipment needs, score clock use and any other special use terms. At this meeting, the representative will notify KRC of any special needs, time or schedule changes that would alter the contractual agreement. Acceptance of this reservation includes agreement by group that they will not discriminate based on disability while using KRC facilities.

**Photos:** I agree, without any right of payment or editing, to the use of images of me and/or my children, including reproductions of photos, video, film, audio or other reproductions, by the City of Tempe for dissemination in all types of media for public purposes.

**Animals:** NO ANIMALS except service animals for disability assistance.

**Certificate of Insurance:** Corporate/company organizations renting the gym are required to submit a certificate of Insurance naming the City of Tempe as additional insured & primary to any secondary coverage's" on insurance affidavit. Please see attached memo on insurance coverage. The completed affidavit is to be received by KRC within **7 days** of group's event.

*PLEASE NOTE: all contracted vendors (i.e. caterers, equipment rentals, entertainment etc.) must provide a certificate of insurance for the day of the rental at least **7 days** prior to your event.*

**Deposits:** Deposits are to secure reservation of the facility and are non-refundable.

For more information, questions, or general inquiries, please call the KRC front desk at 480-350-5702. Fax us at 480-350-5777. Thank you for choosing the City of Tempe Kiwanis Recreation Center!

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Rental Representative / Date